

SECTION D: HOME SUPPORTS: STAFF CERTIFICATION

Effective October 1, 2001

The following guidelines apply to Rehabilitation Supports, MR/RD Waiver and HASCI Waiver funded home supports that are provided by DSN Boards. These guidelines supersede portions of DDSN Administrative Agency Standard relating to Staff Development and Training (136), and all other policies, directives, or guidelines regarding the provision of designated services through a DDSN Home and Community Based Waiver or Rehabilitation Supports. All payments must be made directly to the provider of the service (staff) and cannot be made to the family or the recipient. Payments will not be made for services rendered by relatives of the recipient as defined by South Carolina Medicaid Home and Community Based Waiver policy. Services covered in these guidelines are:

MR/RD Waiver:	Respite, Companion, and Homemaker
HASCI Waiver:	Respite, Personal Assistance/Attendant Care
Rehabilitation Supports:	Individual

Minimum qualifications for staffs:

- ☐ The staff will have the ability to read, write and speak English.
- ☐ The staff will be at least 18 years of age.
- ☐ The staff will be capable of aiding in the activities of daily living (not required for Rehabilitation Supports staff if not part of the job for which he/she is hired).
- ☐ The staff will be capable of following a plan of service with minimal supervision.
- ☐ The staff will have no record of abuse, neglect, crimes committed against other people or felonious convictions of any kind.
- ☐ The staff will be free from communicable and contagious diseases.
- ☐ The staff must maintain a valid Driver's License (if driving is required as part of the job). The DSN Board will perform an initial inspection of the official Highway Department's driving record for each staff who will be transporting individuals and yearly inspections thereafter.
- ☐ The staff will document hours worked and the nature of the tasks performed. The waiver recipient or his/her designee (i.e., parent, sibling, etc.) will verify the documentation.
- ☐ If providing Personal Assistance/Attendant Care supervision will be provided by a RN or as otherwise allowed within the provision of state law.
- ☐ The staff will demonstrate competency in required training. (See attached training requirements for staffs.) Training will include the attached minimum guidelines for training as well as any special techniques/procedures/equipment required to adequately provide services for the individual prior to assuming responsibility.
- ☐ If respite is provided outside of the Waiver recipient's home, the location of the respite must be licensed according to "Standards for Respite and Short Term Service" (July 1994) or other applicable standards.

Training Requirements for Staffs:

All staffs must have the skills and abilities to provide quality services for the people they serve. Minimally, staffs must demonstrate competency in the following areas (taken directly from the CORE pre-service curriculum) before services are provided. *Hours in parentheses are estimates of the time needed to achieve competency and may be higher or lower depending on the existing skill level of the staff and the skills required for serving a particular waiver recipient.*

1. Confidentiality, Accountability and Prevention of Abuse and Neglect (1.5 hours)
2. First Aid (4 hours)
3. Fire Safety/Disaster Preparedness related to the specific location of services (1 hour)
4. Understanding Disabilities (MR/RD and Autism)

OR

Orientation to Head and Spinal Cord Injuries (HASCI): This training must be specifically related to the person/family needing services (1-3 hours)

5. Signs and Symptoms of Illness and Seizures (1 hour)

The following describes two ways in which staffs can demonstrate competency:

1. Taking and passing tests (CORE curriculum) in the above categories. Tests may be taken as part of DSN Board Training or may be taken when training does not occur.
2. Recipient/responsible party can approve staff competency for items 3 - 5 above, but cannot sign off on items 1 or 2.

Staffs must also demonstrate competency in any consumer-specific special techniques / procedures / equipment and must be oriented to the habits, preferences, and interests of the consumer. Staffs must be able to communicate with the recipient. The recipient or family will typically provide this training to the staff. DSN providers, however, should allow access, upon request, to training classes and/or assist with staff training.

The recipient/responsible party, prior to services beginning, must complete the attached Staff Certification form for each staff. This form along with supporting documentation (training records, tests, etc.) will be maintained by the local DSN Board.

HOME SUPPORTS STAFF CERTIFICATION

Staff Information:

Name: _____

Social Security Number: ₁ ₂ ₃ - ₄ ₅ - ₆ ₇ ₈ ₉

Address: _____

Phone Number: () _____

The above named staff has demonstrated competency in the areas noted below through the successful completion of training or by exemption from the training as approved by me.

Name of Training	Training/Date	Exemption/Date
Confidentiality, Accountability & Prevention of Abuse and Neglect		X X X X X X X X X X
First Aid		X X X X X X X X X X
Fire Safety / Disaster Preparedness		
Understanding Disabilities (MR/RD or Autism) OR Orientation to Head and Spinal Cord Injuries		
Signs and Symptoms of Illness & Seizures		

The above named staff has been oriented to the habits, preferences and interests of _____
_____ and is competent to perform the tasks needed to provide his/her care.

Recipient/Responsible Party

Date

Relationship of Responsible Party to Recipient